

FEB 4 1964

TO: Director of Central Intelligence

SUBJECT: Airplane Accommodations

1. PROBLEM: Should the Agency require employees to use air coach or tourist class facilities, when they are available, rather than first-class air travel facilities?
2. FACTS:
 - a. As a matter of policy, the Agency has adopted the Standardized Travel Regulations and Foreign Service Travel Regulations.
 - (1) Both of these authorities provide for the use of first-class travel facilities when they are available and for sleeping berths during night travel overseas.
 - (2) Neither the Bureau of the Budget nor the Department of State is contemplating a modification of these provisions.
 - b. Air coach or tourist class travel is less expensive than first-class accommodations (See Tab A) and, in many respects, the facilities and equipment are comparable to those of first-class accommodations (See Tab B).
3. DISCUSSION:
 - a. A policy requiring the use of air coach or tourist class travel whenever available would adversely affect morale, would entail the use of plane facilities which are inferior in some respects to first-class accommodations and would create operational and administrative difficulties in determining whether first-class or air coach and tourist travel should be used in individual cases (See Tab B).
 - b. Second-class accommodations do not provide for sleeping berths. Accordingly, if air coach or tourist class travel were authorized in cases in which travelers are entitled to standard berths by Agency Regulations, Standardized Travel Regulations or Foreign Service Travel Regulations, as applicable, travel benefits would be less than those generally provided in the Federal service. Moreover, second-class travel could not be authorized under current Agency Regulations in those cases in which travelers are entitled to berths and such accommodations can be arranged.
4. CONCLUSIONS:
 - a. The CIA should, as a matter of policy, conform to the Government-wide policy and practice of authorizing first-class accommodations.

- b. In the interest of economy, utilization of air coach or tourist class travel in individual cases should be given consideration when such transportation can be obtained under the following circumstances:
 - (1) Air coach or tourist class travel can be arranged within the desired departure and arrival times.
 - (2) The traveler concerned will not be required to pay for baggage facilities that he would receive under first-class accommodations.
 - (3) The office involved considers use of air coach or tourist class travel to be operationally desirable.
 - (4) When conditions of travel do not require sleeping accommodations.
5. RECOMMENDATIONS: It is recommended that:
- a. The Agency not establish a policy advocating second-class travel.
 - b. The attached Agency Notice be approved for publication.

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[Redacted]
MERRISON G. REYNOLDS
Assistant Director for Personnel

CONCUR:

Acting Deputy Director (Administration)

Date:

ACTION BY APPROVING AUTHORITY:

APPROVED:

Director of Central Intelligence

Date: